

**COMMONWEALTH OF MASSACHUSETTS  
THE SUPREME JUDICIAL COURT  
THE APPEALS COURT  
THE TRIAL COURT**

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REV. 7/98

Application for Employment

**All questions in this application must be answered (except where optional) in order for you to be considered an applicant for employment or promotion. Please type or print all information: a resume or any additional information you feel might favorably affect consideration of your application may be attached. Use page 4 of this application for additional space needed to complete an answer to any question asked below. Any applicant requiring assistance in completing this application, or requiring an application in an alternative format, should call the Human Resource Department of the Trial Court at 1-800-572-5027 or for the hearing impaired TDD/TTY number 1-617-727-6746. For information on employment opportunities in the Judiciary, call the Court Jobs Hotline, 24 hours a day, 7 days a week at 1-800-462-5059 or TDD/TTY number (617) 723-3815.**

Name  (Last) (First) (Middle)			Home Telephone number	Social Security Number
Home Address  (No.) (Street)		(City) (State) (Zip Code)		
Position Desired	Are you 18 yrs of age? YES ____ NO ____		Date Available:	
Do you have any relatives, by blood or marriage, employed within the Massachusetts Judiciary? YES ____ NO ____ If YES, please include their name(s), position title(s), Court Division, Department and relationship to you.				
Do you <b>NOW</b> hold or are you <b>PRESENTLY</b> a candidate for and Federal, State, County or Municipal elective office? YES ____ NO ____ <b>NOTE:</b> Personnel Policies and Procedures and collective bargaining agreements may require a court employee who becomes a candidate for or holds elective office to request a leave of absence.				
Have you previously been employed by the Commonwealth of Massachusetts? YES ____ NO ____ If YES, please give name of Agency(s), position title(s) and dates of employment:				
How were you referred to the court? Self ____ Newspaper ____ School ____ Posting ____ Employee ____ Employment Service ____ Court Jobs Hotline ____				
Any objections to working overtime? YES ____ NO ____ If YES, explain:				
Have you ever been fired by a prior employer? YES ____ NO ____ If YES, explain:				
Your providing the following information is optional. The information obtained will be used for Affirmative Action Plan evaluation. Please place a mark beside the applicable statements listed below:  1. Race: Black ____ Hispanic ____ Asian/Pacific Islander ____ Cape Verdean ____ American Indian/Alaskan Native ____ White ____  2. Sex: Male ____ Female ____  3. Are you a Veteran of United States Armed Forces? YES ____ NO ____ If YES, give date of discharge _____				

**EMPLOYMENT RECORD:** List the most recent position first. Account for all periods of time. You may include below any verified work performed on a volunteer basis; use page 4 of this application if additional space is needed.

Name of Firm or Institution	Address		Telephone Number
	(Street)	(City) (State)	
Dates Employed	Position	Salary	May we contact this employer?
Describe your duties:			
Reason for leaving:			
Supervisor:		Title:	

Name of Firm or Institution	Address		Telephone Number
	(Street)	(City) (State)	
Dates Employed	Position	Salary	May we contact this employer?
Describe your duties:			
Reason for leaving:			
Supervisor:		Title:	

Name of Firm or Institution	Address		Telephone Number
	(Street)	(City) (State)	
Dates Employed	Position	Salary	May we contact this employer?
Describe your duties:			
Reason for leaving:			
Supervisor:		Title:	

## EDUCATION

<b>High School/Vocational School</b>			
Name of School		Address of School	
Dates attended	Course of Study	Did you graduate?	
<b>College</b>			
Name of School		Address of School	
Dates attended	Course of Study	Did you graduate?	

**EDUCATION (continued)****Graduate School/Additional Education**

Name of School	Address of School	
Dates attended	Course of Study	Did you graduate?
<p>Additional training or skills (Languages, Programming, Secretarial, Trade licenses, Certifications, etc.)</p>		

**BACKGROUND INFORMATION:** Read instructions B.1. through B.6. that follow before answering the question A. below.

- A. Have you been convicted of any criminal offense other than the exceptions listed in B below ? YES \_\_\_\_ NO \_\_\_\_ If YES, list in box C each offense for which you have been convicted;
- B. INSTRUCTIONS: You are not required to furnish information about;
1. any offense committed before your 17<sup>th</sup> birthday;
  2. a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace;
  3. a misdemeanor conviction when the date of conviction or ending date of any period of incarceration resulting therefrom, whichever is later, was 5 or more years prior to the date of this application and you have not been convicted of any offense in the last five years. If you have been so convicted, you must report all offense convictions that occurred before and during the 5-year period;
  4. an arrest detention or disposition where there was no conviction;
  5. an applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no record” with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions; and
  6. an applicant for employment may answer “no record” with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.

**C. CRIMINAL OFFENSES:**

Date	Court	Offense	Disposition

Conviction of a crime is not automatic bar to your employment, all circumstances will be considered.

<b>REFERENCES</b> (include three)	
Name	Telephone number
Address	
Name	Telephone number
Address	
Name	Telephone number
Address	

Use the space below to complete any answers to a question asked above and to include any additional information you feel might favorably affect consideration of your application.

I understand that any misrepresentation on this application may be reason for immediate dismissal, and that permanent employment depends on satisfactory replies from references, a favorable report on my medical examination where required, a criminal record check and successful completion of a probationary period of employment. I also understand that I might be subject to transfer in accordance with the provisions of the General Laws and that any offer of employment or appointment and any conditions thereto are contingent and become final only upon written approval of the Chief Justice of the Supreme Judicial Court, the Chief Justice of the Appeals Court or the Chief Justice for Administration and Management of the Trial Court, as appropriate. I further understand that pursuant to the provisions of the Immigration Reform and Control Act of 1986 I will be required to complete an Employment Eligibility Verification form (I-9) and submit specific document(s) that establish my identity and employment eligibility after an offer of employment is made.

Date \_\_\_\_\_ Signature \_\_\_\_\_

*Pursuant to G.L. c. 478, sec. 328 of the Acts of 1978, no person who is not a resident of the Commonwealth shall serve as a officer in or an employee of the Judicial Branch; provided, however, that this provision shall not apply to those persons serving as officers in or employees of the Judicial Branch prior to the effective date of c. 478, sec. 328.*

*The policy of the Judiciary prohibits discrimination on the basis of age, race, religion, color, national origin, sex, sexual orientation, martial status, Vietnam Era veteran status, or disability. The Judiciary is also committed to employment practices which comply with the Americans with Disabilities Act.*

*It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.*